

Unified Financial Management System (UFMS) Vendor Request Form

Asset Forfeiture Program Vendors/Payees

Important Reminders:

1. UFMS Vendor Request Forms **MUST** be electronically filled out before they are submitted to the AFD ACH Mailbox at AFD.ACHForms@usdoj.gov. Handwritten submissions, including pen-and-ink changes, **will be rejected**.
2. Field 24: NCIC/TPID Code must be completed.
 - a. For DOJ Equitable Sharing purposes, this number is your Agency's NCIC/ORI code (e.g., MD1234567).
 - b. For all other purposes, this number is your 6-10 digit CATS Party ID Number.
 - i. This number is typically conveyed in the subject of the correspondence instructing you to complete the UFMS Vendor Request Form.
 - ii. Please contact the Agency who sent you the correspondence should you have any questions about the CATS Party ID Number.
3. Complete Field 20: Email Address. Vendors/Payees will receive a courtesy e-mail once their information is reviewed and entered in the financial system.
4. The UFMS Vendor Request Form is setup for domestic (U.S.) based payments **only**.
 - a. Vendors/Payees requesting international payments should use the [Asset Forfeiture - International Vendor Request Form](#).

Below is a list of UFMS Vendor Request Forms which have been partially completed for your convenience. Please review the list and its description to determine which form is appropriate.

Please note that each UFMS Vendor Request Form has additional specific instructions located on the second page for your use.

[Asset Forfeiture – DOJ Equitable Sharing](#) – Meant for State & local Law Enforcement Agencies attempting to enroll or update banking information for *DOJ Equitable Sharing* payments.

[Asset Forfeiture – Granted Petition Payment](#) – Meant for granted *petition for remission/mitigation* letters from the Criminal Division (MLARS), Federal Bureau of

Investigation (FBI), Drug Enforcement Agency (DEA), or Bureau of Alcohol, Tobacco, Firearms and Explosives (ATF).

[Asset Forfeiture – Return of Funds/Settlement Payment](#) – Meant for the *return of seized cash, court ordered third party payments, and settlement payments* as directed by Seizing Agency (e.g., FBI, DEA, ATF) or United States Attorney’s Office (USAO) as appropriate.

[Asset Forfeiture – Adoption Decline/Return to S&L](#) – Meant for State & local Law Enforcement Agencies looking to *(re)obtain seized cash* after the federal government has declined forfeiture or adoption. Typically, the State & local Law Enforcement Agency is pursuing forfeiture at the State level.

[Asset Forfeiture – Non-Citizen \(Domestic\) Payment](#) – Meant for any domestic (U.S.) based payment to a non-citizen (alien) resident who does not have a Tax ID Number.

[Asset Forfeiture – Tort Claim Payment](#) – Meant for granted tort claim letters from the United States Marshals Service, Office of General Counsel.